

# **ST. JOHN THE BAPTIST PARISH ASSESSOR**

## ***Annual Financial Report***

As of and for the Year Ended

December 31, 2013

**KEITH J. ROVIRA**  
*Certified Public Accountant*

**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
LaPlace, Louisiana

Basic Financial Statements  
and Independent Auditor's Report  
As of and for the Year Ended  
December 31, 2013

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**INDEPENDENT AUDITOR'S REPORT**

Honorable Whitney Joseph, Jr.  
St. John the Baptist Parish Assessor  
LaPlace, Louisiana

**Report on the Financial Statements**

I have audited the accompanying financial statements of the St. John the Baptist Parish Assessor, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the assessor's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audit contained in the Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making

those risk assessments, the auditor considers internal control relevant to the assessor's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the assessor's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

#### **Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective net position of the St. John the Baptist Parish Assessor, as of December 31, 2013, and the respective changes in net position, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

#### **Emphasis of Matter**

The St. John the Baptist Parish Assessor adopted the provisions of GASB Statement No. 65, "Items Previously Reported as Assets and Liabilities," in 2013. My opinion is not modified with respect to this matter.

#### **Other Matters**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. John the Baptist Parish Assessor's basic financial statements. The supplementary information schedules, as listed in the table of contents, are presented for purpose of additional analysis and are not a required part of the basic financial statements.

The supplementary information schedules listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, I have also issued a report dated June 10, 2014, on my consideration of the St. John the Baptist Parish Assessor's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the assessor's internal control over financial reporting and compliance.



Keith J. Rovira  
Certified Public Accountant  
Metairie, Louisiana

June 10, 2014

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
LaPlace, Louisiana  
**Management's Discussion and Analysis**  
**As of and for the Year Ended December 31, 2013**

Management's Discussion and Analysis (MD&A) of the St. John the Baptist Parish Assessor's financial performance presents a narrative overview and analysis of the assessor's financial activities for the year ended December 31, 2013. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the additional information contained in the basic financial statements. The MD&A is an element of the new reporting model adopted by the Government Accounting Standards Board (GASB) in their Statement No. 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments" issued June, 1999. Certain comparative information between the current year and prior year has been presented in the MD&A.

#### **FINANCIAL HIGHLIGHTS**

The minimum requirements for financial reporting on the St. John the Baptist Parish Assessor's office that was established by GASB No. 34 are divided into the following sections:

- (a) Management's Discussion and Analysis
- (b) Basic Financial Statements
- (c) Required Supplementary Information (other than MD&A)

#### **Basic Financial Statements:**

The basic financial statements present information for the assessor as a whole, in a format designed to make the statements easier for the reader to understand. The financial statements in this section are divided into the two following types:

(1) Government-Wide Financial Statements, which include a Statement of Net Position and a Statement of Activities. These statements present financial information for all activities of the assessor from an economic resources measurement focus using the accrual basis of accounting and providing both short-term and long-term information about the assessor's overall financial status.

(2) Fund Financial Statements, which include a Balance Sheet and a



ST. JOHN THE BAPTIST PARISH ASSESSOR  
 LaPlace, Louisiana  
 Management's Discussion and Analysis (Continued)  
 As of and for the Year Ended December 31, 2013

Statement of Revenues, Expenses, and Changes in Fund Balance for the General Fund (a governmental fund). These financial statements present information on the individual fund of the assessor allowing for more detail. The current financial resources measurement focus and the accrual basis of accounting used to prepare these statements is dependent on the fund type. The assessor's only governmental fund is the General Fund. The statements in this section represent the short-term financing of general government.

FINANCIAL ANALYSIS OF THE ENTITY

Statement of Net Position  
 As of December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Current assets	\$4,004,867	\$3,430,480
Capital assets	<u>28,307</u>	<u>21,349</u>
Total Assets	<u>4,033,174</u>	<u>3,451,829</u>
Long-term liabilities (Note F)	<u>236,304</u>	<u>206,802</u>
Total Liabilities	<u>236,304</u>	<u>206,802</u>
Net Position:		
Invested in capital assets, net of related debt	28,307	21,349
Unrestricted	<u>3,768,563</u>	<u>3,223,678</u>
Total Net Position	<u>\$3,796,870</u>	<u>\$3,245,027</u>

The assessor does not have any "restricted" net positions. It does have "unrestricted" net positions, and those are net positions that do not have any limitations on what these amounts may be used for.

The net position of the assessor's office increased by \$551,843, or 17%, from the previous year due to a consistent income stream from ad valorem taxes and proper controls over expenditures.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
 LaPlace, Louisiana  
 Management's Discussion and Analysis (Continued)  
 As of and for the Year Ended December 31, 2013

Statement of Revenues, Expenditures and  
 Changes in Fund Balance  
 For the years ended December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Revenues	\$1,454,447	\$1,314,601
Expenditures	<u>(880,060)</u>	<u>(785,299)</u>
Net Change in Fund Balance	<u>\$574,387</u>	<u>\$529,302</u>

The assessor's total revenues increased by \$139,846, or 11%, which was due to an increase in ad valorem tax revenue. Total expenditures increased by \$94,761, or 12%, which was mainly due to moderate increases in most expenditure types.

#### CAPITAL ASSET AND DEBT ADMINISTRATION

##### Capital Assets

At December 31, 2013, the assessor had \$28,307 invested in capital assets, including office furniture and equipment. This amount represents the total original cost of the capital assets less accumulated depreciation on those assets. The table below lists the type of capital assets, net of accumulated depreciation:

Capital Assets  
 (Net of Accumulated Depreciation)  
 As of December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Office furniture and equipment, net of accumulated depreciation	<u>\$28,307</u>	<u>\$21,349</u>
Total	<u>\$28,307</u>	<u>\$21,349</u>

##### Debt Administration

The assessor had no debt outstanding at year end.

**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
LaPlace, Louisiana  
**Management's Discussion and Analysis (Continued)**  
**As of and for the Year Ended December 31, 2013**

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET (2014)**

The assessor considered the following factors and indicators when setting up next year's (2014) budget. These factors and indicators include: (1) revenues to be received from the collection of ad valorem taxes and state revenue sharing should be relatively the same; (2) salaries and related costs could increase due to an increase in health care and other salary related benefits and costs; (3) increases in other operating costs of the office in the process of providing services to the public. The assessor expects that next year's revenues plus existing available resources carried forward from the previous year will be sufficient to cover the office's annual expenses.

**CONTACTING THE ASSESSOR**

This financial report is designed to provide the citizens, taxpayers, customers, investors and creditors with a general overview of the assessor's finances, and to show the assessor's accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact Mr. Whitney Joseph, Jr., St. John the Baptist Parish Assessor, 1801 West Airline Hwy., Room 103, LaPlace, Louisiana 70068, or call 985-652-5311.

**BASIC FINANCIAL STATEMENTS**  
**(GOVERNMENT-WIDE FINANCIAL STATEMENTS)**

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Statement of Net Position  
As of December 31, 2013

**ASSETS**Current Assets

Cash and cash equivalents (Note C)	\$2,572,264
Revenues receivable:	
Ad valorem taxes	1,397,774
State revenue sharing	<u>34,829</u>
Total Current Assets	<u>4,004,867</u>

Noncurrent Assets

Capital assets, net of depreciation (Note D)	<u>28,307</u>
Total Noncurrent Assets	<u>28,307</u>

TOTAL ASSETS 4,033,174

Deferred Outflows of Resources -

**LIABILITIES**Current Liabilities

Total Current Liabilities -

Long-Term Liabilities (Note F)

Net other postemployment benefit  
obligation (OPEB) 236,304

Total Long-Term Liabilities 236,304

TOTAL LIABILITIES 236,304

Deferred Inflows of Resources -

**NET POSITION**

Invested in capital assets, net of related debt 28,307  
Unrestricted 3,768,563

TOTAL NET POSITION \$3,796,870

The accompanying notes are an integral part of this statement.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
 LaPlace, Louisiana  
 Statement of Activities  
 For the Year Ended December 31, 2013

**EXPENSES**

Governmental Activities:	
Salaries and related benefits	\$ 726,015
Increase in the net other postemployment benefit obligation (OPEB)	29,502
Office supplies and expenses	74,544
Travel and automotive	27,159
Professional and legal fees	19,950
Capital outlay	18,730
Depreciation expense	<u>6,704</u>
Total Expenses	<u>902,604</u>

**GENERAL REVENUES**

Ad valorem taxes	1,398,374
State revenue sharing	52,246
Interest earnings	3,261
Other	<u>566</u>
Total General Revenues	<u>1,454,447</u>

Change in Net Position	551,843
Net position at beginning of year	<u>3,245,027</u>
Net position at end of year	<u>\$3,796,870</u>

The accompanying notes are an integral part of this statement.

**BASIC FINANCIAL STATEMENTS**  
**(FUND FINANCIAL STATEMENTS)**

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Balance Sheet  
General Fund - Governmental Fund  
December 31, 2013

<b>ASSETS</b>	
Cash and cash equivalents (Note C)	\$2,572,264
Revenues receivable:	
Ad valorem taxes	1,397,774
State revenue sharing	<u>34,829</u>
<b>TOTAL ASSETS</b>	<b><u>\$4,004,867</u></b>
 <b>LIABILITIES AND FUND BALANCE</b>	
Liabilities:	
Total Liabilities	<u>-</u>
Fund balance:	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	<u>\$4,004,867</u>
Total Fund Balance	<u>4,004,867</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$4,004,867</u></b>

The accompanying notes are an integral part of this statement.



**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
LaPlace, Louisiana  
Reconciliation of the Governmental Fund Balance Sheet  
to the Statement of Net Position  
December 31, 2013

Total Fund Balance - Governmental Fund	\$4,004,867
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Amounts reported for governmental activities  
in the Statement of Net Position are different  
because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet.	28,307
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Some liabilities are not due and payable  
in the current period and therefore are  
not reported in the funds. Those liabilities  
consist of:

Net other postemployment benefit obligation (OPEB)	<u>(236,304)</u>
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Total Net Position of Governmental Activities	<u>\$3,796,870</u>
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The accompanying notes are an integral part of this statement.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Statement of Revenues, Expenditures  
and Changes in Fund Balance  
General Fund - Governmental Fund  
For the Year Ended December 31, 2013

REVENUES

Ad valorem taxes	\$1,398,374
State revenue sharing	52,246
Interest earnings	3,261
Other	<u>566</u>
 Total Revenues	 <u>1,454,447</u>

EXPENDITURES

Salaries and related benefits	726,015
Office supplies and expenses	74,544
Travel and automotive	27,159
Professional and legal fees	19,950
Capital outlay	<u>32,392</u>
 Total Expenses	 <u>880,060</u>

Excess of Revenues over Expenditures	574,387
 Fund Balance at Beginning of Year	 <u>3,430,480</u>
Fund Balance at End of Year	<u>\$4,004,867</u>

The accompanying notes are an integral part of this statement.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
 LaPlace, Louisiana  
 Reconciliation of the Statement of Revenues, Expenditures  
 and Changes in Fund Balance of the Governmental Fund  
 to the Statement of Activities  
 For the Year Ended December 31, 2013

Net Change in Fund Balance - Governmental Funds	\$574,387
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Amounts reported for governmental activities  
 in the Statement of Activities are different  
 because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of depreciation that was charged during the current year.	(6,704)
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Capital assets added during the year are not current financial resources, therefore, they are reported on the Statement of Net Assets and not the Governmental Funds Balance Sheet	13,662
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Some items reported in the Statement of Net Assets do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:

Net other postemployment benefit obligation (OPEB)	<u>(29,502)</u>
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Change in Net Position of Governmental Activities	<u><u>\$551,843</u></u>
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The accompanying notes are an integral part of this statement.

**NOTES TO THE FINANCIAL STATEMENTS**

**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

**INTRODUCTION**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a four year term. The assessor assesses all real and movable property in the parish subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as may be necessary for efficient operation of the office and provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniarily responsible for the actions of the deputies.

The assessor has one office located in LaPlace and one office in Edgard in St. John the Baptist Parish. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing for the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector, who is responsible for collecting and distributing taxes to the various taxing bodies located in the parish.

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

1. Basis of Presentation

The accompanying basic financial statements of the St. John the Baptist Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The St. John the Baptist Parish Assessor has adopted the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Local Governments. The assessor will be treated as a governmental-type activity for financial reporting purposes in this audit. The minimum requirements for the St. John the Baptist Parish Assessor's office established by GASB Statement No. 34 are divided into the following sections: (a) Management's Discussion and Analysis, (b) Basic Financial Statements, and (c) Required Supplementary Information (RSI) other than MD&A.

The accompanying financial statements of the present information only as to the transactions of the programs of the assessor as authorized by Louisiana statutes and administrative regulations. Basis of accounting refers to when revenues and expenses are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Revenue Recognition

Revenues are recognized using the full accrual basis of accounting. Therefore, ad valorem taxes, state revenue sharing, and interest earnings are recognized in the accounting period in which they are earned and become measurable.

Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31.

Expense Recognition

Expenses are also recognized on the accrual basis; therefore, expenses, including salaries and related benefits, travel and automotive, office supplies and expenditures, professional and legal fees, etc. are recognized in the period incurred, if measurable.

2. Reporting Entity

For financial reporting purposes, in conformance with GASB Codification Section 2100, the assessor is an independently elected official who operates his office without oversight responsibility to the parish governing authority, the St. John the Baptist Parish Council. Louisiana revised statutes give each assessor control over all of their operations. This includes

**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

the hiring and retention of employees, authority over budgeting, responsibility for funding deficits and operating deficiencies, and fiscal management for controlling the collection and disbursement of funds. Therefore, the assessor reports as an independent reporting entity and the financial statements include only the transactions of the St. John the Baptist Parish Assessor. Furthermore, the St. John the Baptist Parish Council, the parish's governing authority, does not include the assessor as a component unit in its comprehensive annual financial report.

**3. Fund Accounting**

The assessor uses a fund (General Fund) to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

The assessor's General Fund is classified as a governmental fund. Governmental funds account for general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of capital assets.

The General Fund, as provided by Louisiana Revised Statute 47:1906, is the only fund of the assessor and accounts for the operation of the assessor's office. Ad valorem tax revenue authorized by Act 292 of 1985 is accounted for in this fund. General operating expenditures are paid from this fund.

**4. Budgets**

The proposed original budget for the year ended December 31, 2013, was made available for public inspection at the assessor's office and advertised on December 8, 2012. The budget was adopted after a public hearing which was held on December 19, 2012. The proposed budget was prepared on the modified accrual basis of accounting. The assessor reserves all authority to make changes to the budget.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The 2013 original budget was not amended.

Formal budget integration within the accounting records is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

All appropriations contained in the budget lapse at year end.

5. Cash and Cash Equivalents

Cash includes amounts in noninterest bearing demand deposits. Cash equivalents include amounts in certificates of deposit. Under state law, the assessor may deposit funds in demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

6. Receivables

Receivables are made up of ad valorem taxes and state revenue sharing. Ad valorem tax receivables recorded as of December 31, 2013 are based on the actual ad valorem taxes received in the ensuing calendar year, therefore, there was no need for estimating an uncollectible amount.

7. Capital Assets

Capital assets are recorded at either historical cost or estimated historical cost and are depreciated over their estimated useful lives (excluding salvage value). These assets are reported on the Statement of Net Assets at original cost less accumulated depreciation, and annual depreciation expense is reported in the Statement of Activities. Any donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation with an estimated useful life of 5 years is used for all office furniture and equipment.



ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

8. Compensated Absences  
Employees of the assessor's office earn vacation leave depending on length of service as follows: after one year of service an employee earns 5 days; after two years of service an employee earns 10 days; after three and four years of service an employee earns 15 days; after five years of service an employee earns 20 days. An employee cannot earn more than 20 days per year after five years of service. Vacation leave must be taken during the year earned, and cannot be accumulated. Sick leave is granted at the discretion of the assessor, and cannot be accumulated. Upon termination, resignation, or retirement employees are not paid for any unused vacation or sick leave earned during the year. At December 31, 2013, there were no accumulated or vested benefits related to vacation and sick leave that require disclosure in the financial statements.
9. Encumbrances  
Encumbrance accounting is not utilized by the assessor due to the nature of operations and the ability of management to monitor budgeted expenditures on a timely basis.
10. Use of Estimates  
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.
11. Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position  
In some instances, the GASB requires a governmental body to delay recognition of decreases in net position as expenditures until a further period. In other instances, governments are required to delay recognition of increases in net position as revenues until a further period. In these circumstances, deferred outflows and inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

12. Equity Classifications

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Invested in capital assets, net of related debt: consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position: consists of assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position: all other assets that do not meet the definition of "invested in capital assets, net of related debt" or "restricted net position," or deferred outflows of resources, liabilities, and deferred inflows of resources.

In the fund statements, governmental fund equity is classified as fund balance. The assessor has adopted GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. As such, fund balances of the governmental funds are classified as follows:

Nonspendable: amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted: amounts that can be spent for specific purposes because of constitutional

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed: amounts that can be used only for specific purposes determined by a formal action of the assessor. The assessor is the highest level of decision making authority for the assessor's office. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the assessor.

Assigned: amounts that do not meet the criteria to be classified as restricted or committed, but that are intended to be used for specific purposes. Under the assessor's adopted policy, only the assessor may assign amounts for specific purposes.

Unassigned: all other spendable amounts.

	<u>General Fund</u>
Nonspendable:	-
Restricted	-
Committed:	-
Assigned:	-
Unassigned:	\$4,004,867
Total	<u>\$4,004,867</u>

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the assessor considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the assessor considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the assessor has provided otherwise in his commitment or assignment actions.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE B - LEVIED TAXES

Ad valorem taxes of 3.04 mills were authorized and levied for the operation of the assessor's office for the year ended December 31, 2013. The following are the four principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Business Type</u>	<u>2013 Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Marathon Ashland, LLC	Oil	\$210,388,620	46%
Cargill Incorporated	Grain	21,507,480	5
Arcelormittal LaPlace	Steel	9,158,873	2
Enjet, Inc.	Oil	7,593,927	2
Entergy Louisiana, Inc.	Entergy	<u>7,254,140</u>	<u>2</u>
Total		<u>\$255,903,040</u>	<u>57%</u>

The total taxable valuation for all taxpayers at December 31, 2013, was \$457,774,221. This figure was used in calculating the percentage of the "2013 taxable valuation of each of the principal taxpayers" to the "total taxable valuation for all taxpayers."

NOTE C - CASH AND CASH EQUIVALENTS

At December 31, 2013, the carrying amounts (book balances) of all cash and cash equivalents of the assessor are listed as follows:

Interest bearing bank account	\$ 408,628
Certificates of deposit	<u>2,163,636</u>
Total	<u>\$2,572,264</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
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December 31, 2013

NOTE C - CASH AND CASH EQUIVALENTS (CONTINUED)

securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2013, the assessor had \$2,585,692 in deposits (collected bank balances). At December 31, 2013, these deposits were secured from risk by \$1,250,000 of federal deposit insurance and \$2,767,071 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the assessor that the fiscal agent has failed to pay deposited funds upon demand.

NOTE D - CAPITAL ASSETS

The capital assets used in the governmental-type activities are included on the Statement of Net Position of the assessor and are capitalized at historical cost. Depreciation of all exhaustible capital assets used by the assessor is charged as an expense against operations. Accumulated depreciation is reported on the Statement of Net Position. Depreciation expense for financial reporting purposes is computed using the straight-line method over the useful lives of the capital assets and is reported in the Statement of Activities.

A summary of changes in capital assets and accumulated depreciation during the year is listed as follows:

	Balance <u>12/31/12</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>12/31/13</u>
<u>Capital Assets (at Cost)</u>				
Office furniture and equipment	\$81,919	\$13,662	-	\$95,581
Total	\$81,919	\$13,662	-	\$95,581

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE D - CAPITAL ASSETS (CONTINUED)

	<u>Balance</u> <u>12/31/12</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12/31/13</u>
<u>Less Accumulated Depreciation for -</u>				
Office furniture and equipment	\$60,570	\$6,704	-	\$67,274
Total	<u>\$60,570</u>	<u>\$6,704</u>	<u>-</u>	<u>\$67,274</u>

NOTE E - PENSION PLAN

Plan Description

Substantially all employees of the St. John the Baptist Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to three and one-third percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's

**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
LaPlace, Louisiana  
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December 31, 2013

**NOTE E - PENSION PLAN (CONTINUED)**

Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318)425-4446.

Funding Policy

For all of the year under audit, plan members (employees) were required by state law to contribute 8.0 percent of their annual covered salary into the retirement system. Also, for the entire year the assessor (employer) was required to contribute 13.5 percent of an employee's annual covered payroll into the System. Contributions to the System also include one-fourth of one percent (one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing appropriated by the legislature. The contribution requirements of plan members and the assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The assessor's employer contributions to the System for the years ended December 31, 2013, 2012, and 2011 were \$61,135, \$59,052, and \$57,746, respectively, and these amounts equaled the required contributions for those years.

Additionally, the assessor paid all required employee contributions for all eligible employees of his office for the years ended December 31, 2013, 2012, and 2011, which totaled \$36,228, \$34,994, and \$34,220, respectively, and these amounts equaled the required contributions for those years.

**NOTE F - LONG-TERM LIABILITIES**

Other Postemployment Benefit Obligations (OPEB)

Plan Description: The assessor administers and contributes to a single-employer defined benefit health, dental and life insurance plan for retirees and active employees. The plan provides lifetime health and dental insurance for retirees, their spouses and dependents, and life insurance benefits for employees that retire at age 55 or older or have 30 years of service at any age. The assessor uses the same

**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
LaPlace, Louisiana  
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December 31, 2013

**NOTE F - LONG-TERM LIABILITIES (CONTINUED)**

private insurance provider/carrier as the parish. No financial statements are available for the assessor's plan.

The assessor implements Governmental Accounting Standards Board Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions. By adopting the requirements of GASB Statement No. 45, the assessor recognizes the cost of postemployment benefits in the year when employee services are rendered, reports the accumulated liability from prior years, and provides information useful in assessing potential demands on the assessor's future cash flows. Because the assessor has adopted the requirements of GASB Statement No. 45 prospectively, recognition of the liability accumulated from prior years will be phased in over 30 years, commencing with the 2009 liability.

**Funding Policy:** The assessor contributes 100% of the costs of the current year's health, dental and life insurance premiums for eligible retired employees, their spouses and dependents. The assessor finances its plan on a pay-as-you-go basis, therefore no funds are reserved for payment of future insurance premiums. For the year ended December 31, 2013, the assessor contributed \$54,072 to the plan on behalf of the retirees.

**Annual OPEB Cost and Net OPEB Obligation:** The assessor's annual other postemployment benefit (OPEB) is calculated based on the annual required contribution (ARC). The assessor has elected to calculate the ARC and related information using the "unit credit actuarial cost method." The ARC represents a level of funding that, if paid on an ongoing basis, it is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The following table shows the components of the assessor's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the assessor's



ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
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December 31, 2013

NOTE F - LONG-TERM LIABILITIES (CONTINUED)

net OPEB obligation to the plan:	
Annual required contribution (ARC)	\$ 86,510
Interest on net OPEB obligation	6,586
Adjustments to Annual Required Contribution	<u>(9,522)</u>
Annual OPEB cost	83,574
Contributions made	<u>(54,072)</u>
Increase in net OPEB obligation	29,502
Net OPEB obligation at beginning of year	<u>206,802</u>
Net OPEB obligation at end of year	<u>\$236,304</u>

The assessor's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation are as follows:

<u>Fiscal</u> <u>Year</u> <u>Ended</u>	<u>Annual</u> <u>OPEB</u> <u>Cost</u>	<u>% of</u> <u>Annual</u> <u>Cost</u> <u>Contrib.</u>	<u>Net</u> <u>OPEB</u> <u>Obligation</u>
12/31/11	\$106,957	53%	\$164,652
12/31/12	\$83,574	50%	\$206,802
12/31/13	\$83,574	65%	\$236,304

Funded Status and Funding Progress: As of December 31, 2013, the actuarial accrued liability for benefits was \$957,912, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$452,252 and the ratio of the unfunded actuarial accrued liability (UAAL) to the covered payroll was 212%.

The projection of future benefits for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events

**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

**NOTE F - LONG-TERM LIABILITIES (CONTINUED)**

far into the future. Amounts determined regarding the funded status of a plan and the employer's annual required contributions are subject to continued revision as actual results are compared with past expectations and new estimates are made about the future.

**Actuarial Methods and Assumptions:** Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

**Actuarial Cost Method -** For 2012, the ARC was determined using the Projected Unit Credit Cost Method. The employer portion for the cost of retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality and turnover.

**Actuarial Value of Plan Assets -** There are no plan assets. It is anticipated, that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASb Statement 45.

**Turnover Rate -** An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce a composite average annual turnover of approximately 3%.

**Post-employment Benefit Plan Eligibility Requirements -** Based on past experience, it has been assumed that entitlement to benefits will commence four years after the earlier of the following: (1) completion of 30 years of service at any age, and (2) attainment of age 55 and completion of twenty (20) years of service. Medical benefits are provided to employees upon actual retirement.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE F - LONG-TERM LIABILITIES (CONTINUED)

Investment Return Assumption (Discount Rate) - GASB Statement 45 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan that is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

Healthcare Cost Trend Rate - The expected rate of increase in healthcare insurance premiums is based on graded schedule beginning with 8% annually, reduced down to an ultimate rate of 5% after ten years and later.

Mortality Rate - The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rates and 50% for the unloaded female mortality rates, is used. This is recently published mortality table which has been used in determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

Method of Determining Value of Benefits - The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical insurance for the retirees and their dependents, but it is based on the blended active/retired rate prior to age 65. Since GASB 45 requires that unblended rates be used, we have estimated the unblended retiree rate before 65 to be 130% of the blended rate.

Inflation Rate - Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit assumption of 2.50% annually.

Projected Salary Increases - This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

Post-retirement Benefit Increases - The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE G - LEASES

Operating leases are all leases that do not meet the criteria of capital leases.

On September 19, 2013, the assessor entered into a separate noncancelable operating lease for a replacement automobile. There were no lease payments required to be made during the current and future years under this lease.

On January 31, 2011, the assessor entered into a separate noncancelable operating lease for a replacement automobile. There were no lease payments required to be made during the current and future years under this lease.

There were no other operating or capital leases, and no other commitments on any leases as of December 31, 2013.

NOTE H - EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE  
FINANCIAL STATEMENTS

The assessor has an office located in both LaPlace and Edgard in St. John the Baptist Parish. The upkeep and maintenance of these offices is mainly paid by the St. John the Baptist Parish Council as required by Louisiana Revised Statute. These expenditures are not reflected in the accompanying financial statements.

NOTE I - LITIGATION

There was no litigation pending against the assessor's office at December 31, 2013.

NOTE J - RISK MANAGEMENT

The assessor is exposed to risks of loss in the areas of general and auto liability and workers' compensation. Those risks are handled by purchasing commercial insurance. There have been no significant reductions in insurance coverage during the current year, nor have there been any settlements which have exceeded the insurance coverage maintained for the past three years.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Notes to the Financial Statements  
December 31, 2013

NOTE K - SUBSEQUENT EVENTS

Management has evaluated subsequent events through June 10, 2014, the date which the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION (RSI)**

**ST. JOHN THE BAPTIST PARISH ASSESSOR**  
 LaPlace, Louisiana  
 Required Supplementary Information  
 General Fund - Governmental Fund Type  
 Schedule of Revenues, Expenditures, and Changes in  
 Fund Balance - Budget (GAAP Basis) and Actual  
 For the Year Ended December 31, 2013

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>with Final</u> <u>Budget</u> <u>Positive</u> <u>(Negative)</u>
<b>REVENUES</b>				
Ad valorem taxes	\$1,182,918	\$1,182,918	\$1,398,374	\$215,456
State revenue sharing	53,814	53,814	52,246	(1,568)
Interest earnings	15,000	15,000	3,261	(11,739)
Other	<u>-</u>	<u>-</u>	<u>566</u>	<u>566</u>
Total Revenues	<u>1,251,732</u>	<u>1,251,732</u>	<u>1,454,447</u>	<u>202,715</u>
<b>EXPENDITURES</b>				
Salaries and related expenditures	754,169	754,169	726,015	28,154
Office supplies and expenditures	44,500	44,500	74,544	(30,044)
Travel and automotive	37,900	37,900	27,159	10,741
Professional & legal fees	18,348	18,348	19,950	(1,602)
Capital outlay and miscellaneous	<u>25,000</u>	<u>25,000</u>	<u>32,392</u>	<u>(7,392)</u>
Total Expenditures	<u>879,917</u>	<u>879,917</u>	<u>880,060</u>	<u>(143)</u>
Excess of Revenues over Expenditures	371,815	371,815	574,387	202,572
Fund Balance at Beginning of Year	<u>2,154,059</u>	<u>2,154,059</u>	<u>3,430,480</u>	<u>1,276,421</u>
Fund Balance at End of Year	<u>\$2,525,874</u>	<u>\$2,525,874</u>	<u>\$4,004,867</u>	<u>\$1,478,993</u>

The accompanying notes are an integral part of this statement.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
 LaPlace, Louisiana  
 Required Supplementary Information  
 Schedule of Funding Progress  
 Retirees Health, Dental and Life Insurance Plan  
 For the Year Ended December 31, 2013

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability (AAL)</u>	<u>Unfunded Actuarial Accrued Liability (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a % of Covered Payroll</u>
12/31/11	\$0	\$1,519,661	\$1,519,661	0%	\$427,551	355%
12/31/12	0	957,912	957,912	0%	436,819	219%
12/31/13	0	957,912	957,912	0%	452,252	212%



**INTERNAL CONTROL, COMPLIANCE AND OTHER MATTERS**

**KEITH J. ROVIRA**  
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Whitney Joseph, Jr.  
St. John the Baptist Parish Assessor  
LaPlace, Louisiana

I have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the St. John the Baptist Parish Assessor, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the St. John the Baptist Parish Assessor's basic financial statements and have issued my report thereon dated June 10, 2014.

**Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered the St. John the Baptist Parish Assessor's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the St. John the Baptist Parish Assessor's internal control. Accordingly, I do not express an opinion on the effectiveness of the St. John the Baptist Parish Assessor's internal control.

My consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material

weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, I identified a certain deficiency in the internal control over financial reporting that I consider to be a material weakness and significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. I consider the deficiency described in the accompanying schedule of findings and responses to be a material weakness (Finding No. 1).

A significant deficiency is a deficiency or combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. I considered the significant deficiency described in the accompanying schedule of findings and responses to be a significant deficiency (Finding No. 1).

#### **Compliance and Other Matters**

As a part of obtaining reasonable assurance about whether the St. John the Baptist Parish Assessor's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations and contracts, noncompliance with which could have a direct and material effect on the determination of the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

#### **St. John the Baptist Parish Assessor's Response to Finding**

The St. John the Baptist Parish Assessor's response to the finding identified (Finding No. 1) in our audit is described in the accompanying schedule of prior and current audit findings and management's corrective action plan. The assessor's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the

assessor's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the assessor's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



Keith J. Rovira  
Certified Public Accountant  
Metairie, Louisiana

June 10, 2014

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Schedule of Prior and Current Year Audit Findings and  
Managements Corrective Action Plan  
For the Year Ended December 31, 2013

I have audited the accompanying basic financial statements of the St. John the Baptist Parish Assessor, as of and for the year ended December 31, 2013, and have issued my report thereon dated June 10, 2014. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. My audit of the financial statements as of December 31, 2013 resulted in an unqualified opinion.

I. Prior Year Audit Findings

Compliance:

There were no findings on compliance that were required to be reported.

Internal Control over Financial Reporting:

Finding No. 1 - Inadequate Segregation of Accounting Functions:

Due to the small number of employees in accounting department, the assessor did not have adequate segregation of duties and functions with the accounting system.

Management's Corrective Action Plan:

The assessor has determined that it is not cost effective to achieve complete segregation of duties and functions within the accounting department. No plan is considered necessary at this time.

Management Letter:

No management letter was issued for the prior year.

ST. JOHN THE BAPTIST PARISH ASSESSOR  
LaPlace, Louisiana  
Schedule of Prior and Current Year Audit Findings and  
Managements Corrective Action Plan (Continued)  
For the Year Ended December 31, 2013

II. Current Year Audit Findings

Compliance:

There were no findings on compliance that were required to be reported.

Internal Control over Financial Reporting:

Finding No. 1 - Inadequate Segregation of Accounting Functions:

Due to the small number of employees in accounting department, the assessor did not have adequate segregation of duties and functions with the accounting system.

Management's Corrective Action Plan:

The assessor has determined that it is not cost effective to achieve complete segregation of duties and functions within the accounting department. No plan is considered necessary at this time.

Management Letter:

No management letter was issued for the current year.